

# Carbon Reduction Plan

April 2024 – March 2025

## Commitment to achieving net zero

Mobilityways is committed to achieving net zero emissions by 2050 at the latest.

## Baseline Emissions Footprint

Baseline Year: April 2017 – March 2018

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Emissions Measured	Electricity, T&D losses, water, waste, business travel, commuting, paper, homeworking (excluded from footprint)
Highlights	Carbon Footprint (tCO <sub>2</sub> e): <b>36.1</b> Per Employee (tCO <sub>2</sub> e): <b>1.5</b>
Emissions Scope 1:	<b>0</b> – no business vehicles owned and there are no stationary and mobile combustion sources nor fugitive emissions from refrigerants and fire suppressants.
Emissions Scope 2:	<b>10.4</b> – indirect emissions generated from purchased energy to include electricity, steam, heating and cooling
Emissions Scope 3:	<b>25.7</b> – waste, business travel, commuting, purchased goods and services

## Current Emissions Reporting

Reporting Year: April 2024 – March 2025

Emissions Measured	Electricity, T&D losses, water, waste, business travel, commuting, paper, homeworking (excluded from footprint)
Highlights	Carbon Footprint (tCO <sub>2</sub> e): <b>4.10</b> Per Employee (tCO <sub>2</sub> e): <b>0.11</b>
Emissions Scope 1:	<b>0</b> – business vehicles are electric and there are no stationary and mobile combustion sources nor fugitive emissions from refrigerants and fire suppressants.
Emissions Scope 2:	<b>1.6</b> – indirect emissions generated from purchased energy to include electricity, steam, heating and cooling

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**Emissions Scope 3:**

2.5 – waste, business travel, commuting (including WFH), purchased goods and services

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### Scope 2 summary

This represents a significant reduction compared to our baseline, but a 15.8% increase from last year, driven by higher Collaboration Space occupancy and the associated use of heating, screens, and lighting.

### Scope 3 summary

88% of our Scope 3 emissions stem from business travel, indicating that our largest mobility-related footprint arises from business trips rather than employee commuting. This highlights business travel as a key area for potential emissions reduction. Compared to the previous year, this represents a 69% increase in CO<sub>2</sub>e emissions; however, this rise can be seen as correlating with business growth and the expanded opportunities for collaboration.

## Emissions from Third Party Providers / External Server Emissions

Mobilityways Limited recognises that the carbon emissions we produce, do not just come from our own commute and daily business activities but also from our third-party suppliers too.

Who we choose to work and partner with plays a big role in reducing our supply chain emissions. As part of our Carbon Reduction commitment and ISO 27001 2022 certification strategy each third-party provider is assessed at procurement and renewal stage through a stringent due diligence supplier process to understand their operations including environmental policies and commitments.

We ask the following questions as part of our supplier review:

- Does the supplier have an environmental policy?
- Can the supplier provide any emissions data?
- If 'no' to the above, can the emissions be estimated?
- Do they have any other documented reports – Carbon Reduction Plan etc?
- Does the supplier hold any environmental certifications ie. ISO 14001?

We work closely as a team to prioritise low-emission suppliers and monitor them at least annually.

We are proud that many of our suppliers are already Carbon Neutral and/or are working towards their own Net Zero goals.

As part of our Carbon Reduction Plan and our ISO 27001 2022 Certification, we will be assessing all Third-Party providers and recording how they are working towards their own goals and sustainability missions. At the end of February 2024, the International Organisation for Standardisation released amendments to several ISO standards including the ISO 27001 for which we are certified.

We are proud to be awarded a standards certification which highlights the importance of sustainability within our business practices. The most recent updates to the standard include:

Section 4.1 - The Organisation is required to determine whether climate change is a relevant issue impacting their management system

Section 4.2 - The Organisation must consider that relevant interested parties [our clients] may have requirements related to climate change.

Along with these requirements, we will also continue to monitor the below Third Party suppliers and assess their sustainability commitments as part of the annual supplier review:

SUPPLIER	DESCRIPTION	DOCUMENTED PLAN	LINKS	Latest ISO27001 Supplier assessment
Microsoft Azure	Cloud computing service.	Cloud computing service. Includes Emissions Impact Dashboard Committed to be Carbon Negative by 2030 Mission to remove all carbon emitted by Microsoft since 1975, by 2050	<a href="#">Microsoft will be carbon negative by 2030 - The Official Microsoft Blog</a>  <a href="#">2025 Microsoft Environmental Sustainability Report</a>	<a href="#">Microsoft Azure - Supplier Risk Assessment Form - v4 - May 2025.xlsx</a>
Microsoft 365	Cloud based subscription service for office applications	Includes Emissions Impact Dashboard Committed to be Carbon Negative by 2030 Mission to remove all carbon emitted by Microsoft since 1975, by 2050	<a href="#">Microsoft will be carbon negative by 2030 - The Official Microsoft Blog</a>  <a href="#">2025 Microsoft Environmental Sustainability Report</a>	<a href="#">Supplier Risk Assessment Form - v4 - March 2025.xlsx</a>
Hubspot	Customer relationship management system.	Carbon Neutral through offsetting Mission to be Net Zero by 2040 Sustainability Report produced	<a href="#">HubSpot 2024 Sustainability Report_16_FINAL.pdf</a>	<a href="#">Hubspot - Supplier Management Review - v2.1 0725.xlsx</a>
Xero	Online accounting software.	Carbon Neutral through offsetting 42% reduction in Scope 1 & 2 by 2030 17% reduction in Scope 3 by 2030 Committed Net Zero by 2050	<a href="#">Xero Ltd FY25 Sustainability Report</a>	<a href="#">Supplier Management Review - XERO - v4 0924.xlsx</a>
Bamboo HR	Human resources SaaS.	<b>Organisation does not have a documented plan</b>	N/A	<a href="#">Bamboo HR Supplier Management Review 0925.xlsx</a>
LinkedIn	Social Media	<b>100% of electricity to be from renewable sources by 2025</b> <b>Carbon Negative and Scope 3 emissions reduced 50% by 2030</b> <b>Remove historic emissions by 2050</b>	<a href="#">Creating a sustainable future for all   LinkedIn</a>	Not processing data
Facebook	Social Media Committed to Net Zero scope 3 by	Committed to Net Zero Scope 3 by 2030	<a href="#">Meta-2023-Path-to-Net-Zero.pdf</a>	Not processing data

	2030			
Bird Email (Sparkpost)	Email delivery platform.			<a href="#">Sparkposts - Supplier Management Review - v4 0425.xlsx</a>
Brevo	Email delivery platform	<b>Measures Carbon Footprint as part of Climate Act, French initiative.</b>	<a href="#">Brevo's Carbon Footprint</a>	<a href="#">Supplier Risk Assessment Form - Brevo - v3 1024.xlsx</a>
Monday.com		<b>Information published to identify year on year goals. Report expected in 2025 to confirm GHG target results and set new goals for 2026</b>	<a href="#">ESG at monday.com</a>	<a href="#">Monday 0525 - Supplier - v4 0324.xlsx</a>
Jumpcloud	Password Manager	<b>Organisation does not have a document plan</b>	N/A	<a href="#">Supplier Management Review - JumpCloud 2025.xlsx</a>

## Year on Year Electricity Reduction

Last year, we achieved a significant and highly successful reduction in electricity consumption, following our 2023 move to the Collaboration Space, marking one of our strongest improvements to date. This year, we have seen a 15.8% increase in usage which can be attributed to higher office occupancy, as our teams are now working in the office for two days per week as standard, with some colleagues choosing to attend even more frequently.

This increase reflects the benefits of enhanced collaboration, teamwork, and innovation that come from being together in the office, all of which support our broader organisational goals. Whilst overall electricity use has risen, 100% of the electricity used in our offices is sourced from renewable energy, meaning our environmental impact remains minimal despite the increase. Our 2025/26 Carbon Reduction Initiatives will focus on further reducing our consumption whilst continuing to champion collaborative and supportive working practices.

## B-Corp Certification

We are proud to share that Mobilityways achieved B-Corp Certification in 2025. Awarded by B Lab, a global nonprofit network dedicated to transforming the economy to benefit people, communities, and the planet, they reflect our commitment to making a positive impact through business.

At Mobilityways, our mission is to make Zero Carbon Commuting a reality. This aligns closely with the B-Corp vision of building a future where business acts as a force for good, contributing to a more inclusive, equitable, and regenerative global system.

Earning B-Corp Certification marks the start of our next chapter. We are excited to use the B Impact Assessment to strengthen our carbon reduction strategy and to ensure we continue to create value for our employees, customers, communities, and the planet.

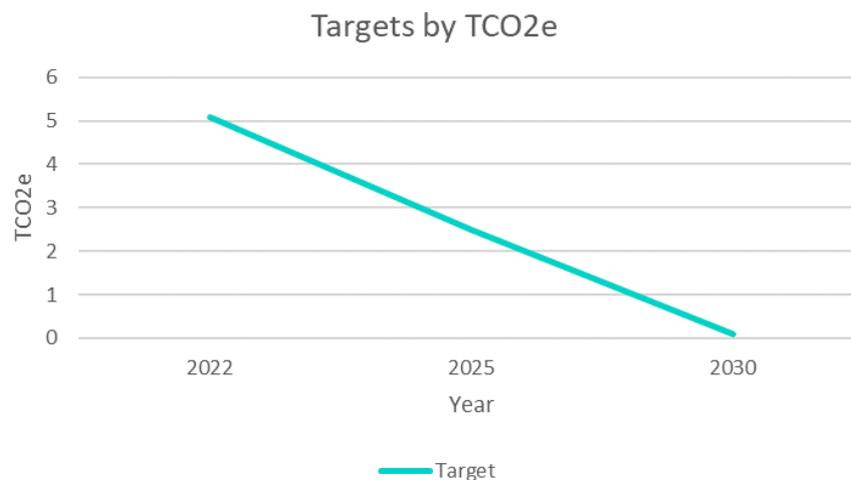
## Impact Report

As part of our ongoing commitment to accountability and transparency as well as stakeholder engagement and strategic planning, annually we produce and publish our Impact Report. This report demonstrates not only the results achieved in the past year but also provides detailed information for our upcoming activities and how they will deliver impact and make a difference.

A copy of our latest Impact Report can be found [here](#).

## Emissions Reduction Targets

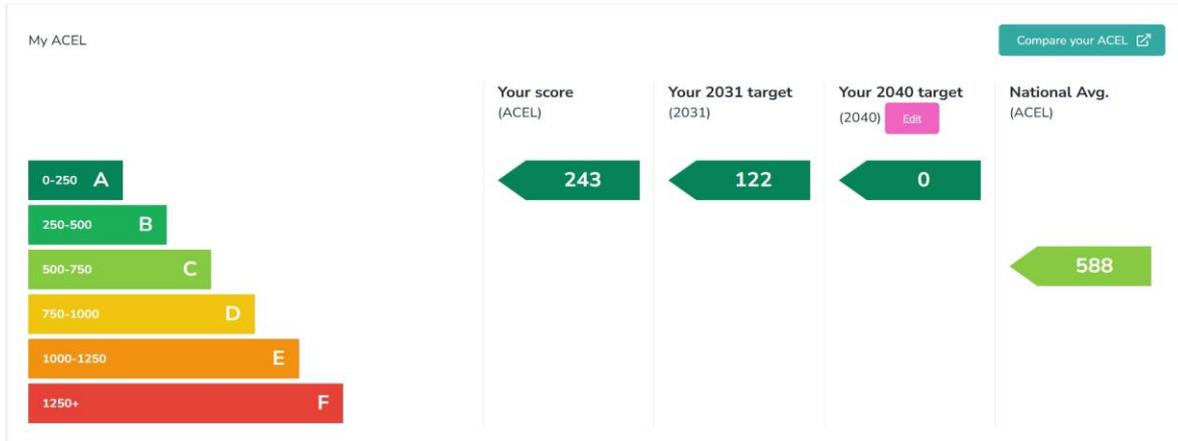
Mobilityways is committed to reducing carbon emissions to net zero, we are ambitious and passionate about this target and our ideal goal is to be net zero by 2030.



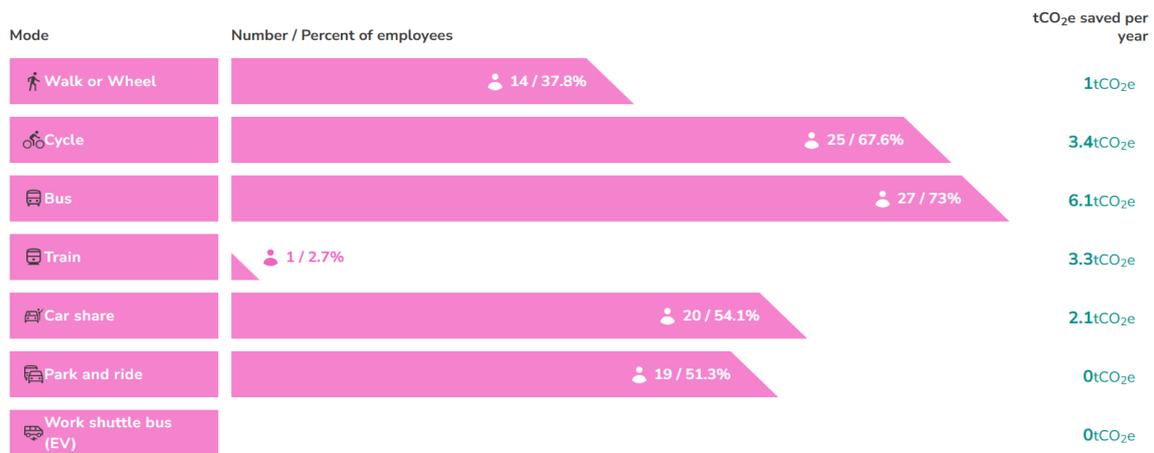
## ACEL (Average Commuter Emissions Level)

Our current internal Mobilityways team ACEL is 243. This is 345 below the National Average and an 85 reduction on last years ACEL of 328 and even exceeded last years potential ACEL of 282. We have analysed the data and can see that despite a growing team, changes in commuting options and habits; the average commute for a Mobilityways' employee has decreased by 8% (1.9 miles) to 22.8 miles. There is also a 5% increase in potential car share matches, a 7% decrease in public transport as a viable mode and 68% of our staff have active travel as a viable option.

We will use our travel survey insight to look at all possible improvement areas including the possibility of subsidised public transport and personal carbon footprint calculations to further support the team in their personal reduction.



We also analysed the data using our CommuteIQ Report – to investigate our commute potential and viable sustainable travel alternatives.



\* Viable public transport options are within 2x the employees driving duration.

### Active travel



of employees could either because they live within 1.5 mile walk radius or 6 mile cycle radius of St Andrews St, Norwich NR2 4AF, UK

### Average calories burned by activity



### Employees fulfilling NHS recommended exercise per day



### Sustainable travel modes



of employees have at least one sustainable travel mode available to them.

The more sustainable travel modes available to employees, the easier it is to encourage them to move away from driving alone. Sustainable travel modes include walking, cycling, car sharing and public transport.



Having consulted with our Commutology team, we have identified that 38% of staff live within 1.5 miles of the office and could walk to work but only 90% of that number do. Of the 68% of staff that could cycle to work, only 8.3% do. We need to look at that gap and identify ways to encourage staff to actively travel, this could be incentivised challenges via CommuteBoost and explore local facilities and infrastructure that can support active travel. 73% of our staff have access to public transport for their commute to work but only 16% of that number use this as a method of getting to work. Again, further information about route options available and discounted tickets could be explored to incentivise staff.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives:

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The following environmental management measures and projects have been completed or implemented since the baseline. The carbon emission reduction achieved by these schemes equate to 32 tCO<sub>2</sub>e, an 89% reduction against the 2017/18 baseline.

We moved over to 100% renewable energy sources for the office's electricity supply and continue to utilise the expertise of our energy consultant to ensure we are working to best practice in terms of our energy consumption.

Policies and initiatives introduced to date include implementing a hybrid working model whereby all staff work from home for the majority of the working week; we have also actively pursued recruitment for fully remote staff as a vital part of our *growth plans*. *Alongside this, we actively encourage staff to remind themselves of our Environmental Policy which details the following recommendations:*

- *Policy for all lights to be switched off out of working hours*
- *Policy to switch off all monitors when not in use*
- *Low Flush toilets installed*
- *Policy ensuring the kettle is only filled with as much water as necessary*
- *Use the dishwasher rather than hand washing*
- *All waste diverted from landfill*
- *Using reusable materials when possible – we purchased reuseable water bottles for all staff*

A business travel policy has been brought in whereby we discourage unnecessary commuter or business miles travel, encouraging virtual meetings to be conducted.

We moved to a smaller office with no available parking to promote sustainable travel, this subsequently led us to remove our leased photocopier and scanner to ensure that our office is as paperless as possible with paperless meetings also encouraged. This office move allowed us to move to a Cloud based server only which removed the need for additional emissions being required to cool data centre thus reducing the overall energy consumption of our IT infrastructure.

A Salary Sacrifice scheme for Electric Vehicles has been introduced, of which, we now have five team members that have taken advantage of this incentive. We also continue to offer the Cycle to Work scheme, encouraging active travel to staff where possible.

Lastly, we now maintain our Supplier Management Policies as part of our ISO 27001 certification, annually monitoring and updating our suppliers sustainability efforts.

*The above measures result in the following estimated savings based on 35 full time staff at Mobilityways Limited:*

- Having low flush toilets uses half the amount of water per flush than a traditional toilet with 4.5l water saved per flush and 1.5g CO2e per flush. Scaling this up for our office, based on approximately 10 members of staff in a day for 250 working days of the year, this can equate to 11.25kg CO2e saved per year.
- Switching off our monitors during out of hours equates to a saving of 42kg CO2e per monitor each year, we have 14 monitors therefore switching all off during closed hours is saving 588kg CO2e per annum.
- By ensuring that our office lighting is switched off out of hours saves 14.4kg CO2e per LED light fitting per year, across our 8 LED lights, this is an annual saving of 115.2kg CO2e.
- Encouraging staff to use the dishwasher once a day as opposed to washing up saves 60kg CO2e per year based on 250 working days.

#### Implementing Best Practice:

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- Water:* Check meters to monitor leakage. Introduce a water use awareness campaign in communal kitchen areas.
- Travel:* Record all business travel and promote virtual remote meetings. Where necessary, encourage zero carbon commuting or car sharing.
- Paper:* Removal of office printer, we will be as paperless as possible, purchasing printed materials where business critical
- Engagement:* We will arrange annual sustainability workshops and carry out an energy awareness and “switch off” campaign. Replace environmental / travel policy etc

#### COMMITTED TO LAST YEAR -

- Look to calculate the impact of employees working from home with the aim to measure this moving forward – Ongoing
- 2024 Travel Survey Launched – Completed
- 2024 ACEL identified – Completed
- Net Zero Goals tactical plans confirmed – completed
- B Corp Certification Process Commences – Completed
- Impact Report Published – Completed
- WFH tCO2e launched – no, utilisation of Q3 quarterly team meeting hackathon to explore wider Mobilityways WFH proposition.
- Travel Policy reviewed and renewed – Completed
- Environmental Policy reviewed and renewed – Completed
- Annual Supplier assessments – completed and ongoing
- Positive Impact Team Day – planned replanting of trees with Priscilla Bacon Hospice
- Education / Expert Speaker – Vitality renewal and guest speaker booked in for lunch & learn discussing heathy choices etc
- Offsetting opportunities identified – completed – multiple UK opportunities to support forest creations, woodland management and woodland planting through the Carbon Neutral Britain Climate Fund.

Ongoing and Future Carbon Reduction Initiatives:

2025/26 Travel survey launched	Q4 2025/26
2025 ACEL identified	Q4 2025/26
Net Zero Goals tactical plans confirmed	Q3 2025/26
B-Corp Certification achieved	Q3 2025/26
Impact Report published	Q3 2025/26
WFH tCO <sub>2</sub> e trial launched	Q3 2025/26
Travel Policy reviewed and renewed	Q2 2025/26
Environmental Policy reviewed and renewed	Q2 2025/26
Annual Supplier assessments completed	Ongoing
Positive Impact Team Day	Q2 2025/26 and ongoing
Education / expert speaker	Q2 2025/26
Offsetting opportunities identified	Q4 2025/26

We have identified that the last year has seen a 15.8% increase in our consumption, therefore tactical plans include:

- Introducing coffee jars in the office and using a local supplier to purchase coffee beans only to reduce packaging.
- Donate unused equipment to local organisation who carry out any repairs and donate to local charities and schools in need.
- Purchase a specialist kettle that identifies whether the boiled water is still of optimum temperature to use to prevent unnecessary over boiling.
- Implement a Business Travel approval process to ensure all business travel is conducted in the most sustainable method
- Radiators will be put on timers to ensure an optimum temperature is maintained
- A regular litter picking team will support the local area
- Introduction of a monthly plant-based lunch or recipe share
- No waste day - quarterly challenge such as no packaging waste used for lunches or turning off charged devices for at least an hour at any one time
- Fireside Friday session discussing the outcomes from COP 30 Climate Change Conference

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

**Signed on Behalf of Mobilityways Ltd:**



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**KATE WOOD**

**Name:**

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**September 2025**

**Date:**